

ALBEMARLE ELECTRIC MEMEBERSHIP CORPORATION
JOB DESCRIPTION

TITLE: Custodial Maintenance Technician

DEPT: Operations

FMLSA: Non-Exempt

REPORTS TO: Manager of Operations

Albemarle Electric Membership Corporation (AEMC) is an electric distribution cooperative that strives to safely deliver reliable power and related energy solutions to our members and local communities by providing the highest value through service excellence.

Job Summary: The Custodial Maintenance Technician will keep the facility of Albemarle EMC clean, neat, and orderly inside and outside. This will include the main office building, outside areas, and the warehouse. This employee will assist with the coordination of activities and operations of the warehouse and fulfill the duties of the Warehouseman in their absence. This employee will work closely with the Warehouseman and other departments.

Supervisory Responsibilities: None

Duties/Responsibilities:

1. Perform all janitorial duties in and around the Cooperative facility and grounds. This includes but is not limited to daily vacuuming, sweeping, mopping, sanitizing and dusting common areas, rest rooms, and break rooms. Remove trash daily or more frequently as needed.
2. Clean the outside of the building, including but not limited to removing cobwebs and bugs from doorways, windows, and cameras. Also daily maintaining the parking lot and walkways, keeping them clear of trash and debris.
3. Perform general and minor maintenance of the facility such as changing light bulbs, unclogging plumbing, sweeping sidewalks and entries.
4. Keep warehouse and storage areas in a clean, neat, and orderly manner.
5. Runs errands, makes deliveries, and picks up supplies as requested. Picks up and delivers mail daily and makes daily deposit as needed.
6. Responsible for ordering and maintaining the inventory of all janitorial supplies.
7. Clean Cooperative vehicles as needed.
8. Perform light grounds maintenance by walking the property daily and picking up trash, raking rocks, cleaning sidewalks and doorways, and spot-spraying weeds to maintain a neat and orderly appearance.
9. Oversees insecticide spraying inside and outside the building which may occur after hours or weekends.
10. Operate a forklift in a safe manner following all AEMC safety policies and procedures. Complete all inspections and daily reports. Use the forklift to move materials, supplies, and equipment.
11. Assist in inventory of materials, equipment, and supplies for the operations department. Inventory may occur monthly, yearly, or more frequently as needed.

12. Responsible for maintaining and monitoring first-aid kits, emergency supplies and devices on a regularly scheduled basis, and ensure all emergency kits are always in proper order and ready for use.
13. Coordinate the services of outside contractors when specialized repairs and maintenance are required. This includes personally checking in and/or issuing materials, supplies, equipment and accompanying them while they are on the property.
14. In the absence of the Warehouseman , this employee will be responsible for the duties of the Warehouseman. Handling deliveries, checking -in, stocking all purchases or returned materials, supplies or equipment, deliver incoming packages to appropriate personnel and place orders as instructed by the Manager of Operations.
15. Assist the servicemen or line crew when requested and authorized by Manager of Operations.
16. Unloads materials, equipment and supplies when delivered. Remove salvageable materials from retired services and store in the warehouse.
17. Work effectively with Warehouseman and assisting them as needed.
18. Promptly notify the Manager of Operations of any repairs, cleaning, operational or personnel issues that are not routine so that corrective action may be taken.
19. All employees shall be trained in and be familiar with all AEMC safety-related work practices, safety policies, safety procedures, and other safety requirements.
20. It is the employee's responsibility to participate and follow all AEMC safety policies and procedures which include but are not limited to passing alcohol and drug testing, CPR and first aid training, follow May-Day procedure, and AEMC Emergency Action Plans.
21. As a member of the Cooperative team, you are expected to attend meetings that include but are not limited to the Annual Meeting, committee meetings, safety and employee meetings and trainings.
22. It is the employee's responsibility to work in a safe manner following the practices and procedures set by AEMC.
23. This employee may be asked to perform other related duties assigned by management that are not listed.

Skills / Abilities:

1. Must have a High School Diploma or General Education Development (GED) Certificate. Experience and training may be accepted in lieu of education requirements.
2. One (1) year of prior custodial and warehouse experience is preferred.
3. Have and maintain a current driver's license in good standing.
4. Essential job functions will require the ability to read, write, verbally communicate accurately and understand other's directives and responses. Be able to safely complete tasks while walking, sitting, bending, kneeling, stooping, crawling, pushing, pulling, carrying, lifting, stretching, climbing, observe details at a close range or at a distance.
5. Computer experience with Microsoft Office programs is preferred.
6. Must be able to lift/move up to 35 pounds on a regular basis and occasionally lift/move more than 50 pounds.
7. Previous forklift experience preferred.

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9. Must be able to report to work in all weather conditions, which may include around-the-clock operations. You will be expected to assist as needed during large-scale outages or emergencies, helping with any task deemed necessary and safe by management.
10. Must be able to report to work within 45 minutes of an emergency call by management and you must be able to report to work in adverse weather conditions.
11. Able to work overtime as needed.
12. This employee will be required to successfully complete tasks by working independently, without constant supervision but also have the ability to work with groups, maintaining the professionalism that is required by the cooperative.
13. Ability to participate and successfully pass drug and alcohol testing as required by AEMC policies.
14. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of this position.

NOTE: *This job description is not intended to be all-inclusive. All employees may be asked to perform other duties as needed to meet the ongoing needs of the Cooperative and its members.*

Albemarle Electric Membership Corporation is an equal opportunity employer and will consider all applications without regard to race, sex, color, age, religion, national origin, protected veteran status, disability, sexual orientation, gender identity, genetic information or any characteristic protected by law.

I have reviewed this job description, and I understand and accept all the essential duties/responsibilities and skills required for the Warehouseman position.